

N.B. This RFTOP is being issued as a sole source because it is to continue and complete on-going projects until a competitive process can be conducted. AMR

PART I B REQUEST FOR TASK ORDER (TO) PROPOSALS

RFTOP #86

TITLE: WRITING AND LOGISTICAL SUPPORT-OBA

A. POINT OF CONTACT NAME: Anthony Revenis

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Fax: 301-435-6101

Proposal Address:

6011 Executive Blvd. Rm 529S

Rockville, MD 20892-7663

Bethesda, MD 20892-2045

Billing Address:

Accounts Payable, OFM, NIH

Bldg 31, Room B1B39

B. PROPOSED PERIOD OF PERFORMANCE: Base year plus two option years, beginning September 1, 2002

C. PRICING METHOD: CPFF

D. PROPOSAL INSTRUCTIONS: Submit proposals by e-mail to the above POC. A signed task order form should be faxed to the POC.

E. RESPONSE DUE DATE: 7 days from receipt of RFTOP.

F. TASK DESCRIPTION:

WRITING AND LOGISTICAL SUPPORT FOR THE OFFICE OF BIOTECHNOLOGY ACTIVITIES (OBA), OFFICE OF THE DIRECTOR, NATIONAL INSTITUTES OF HEALTH

Background

The Office of Biotechnology Activities (OBA), Office of the Director (OD), National Institutes of Health (NIH) is responsible for the following activities:

- \$ Monitors scientific progress in human genetics research in order to anticipate future developments, including ethical, legal, and social concerns, in basic and clinical research involving Recombinant DNA, Genetic Testing, and Xenotransplantation;
- \$ Manages the operation of, and provides analytical support to, the NIH Recombinant DNA Advisory Committee, the DHHS Secretary=s Advisory Committee on Genetic Testing, and the DHHS Secretary=s Advisory Committee on Xenotransplantation;
- \$ Coordinates and provides liaison with Federal and non-Federal national and international organizations concerned with Recombinant DNA, Human Gene Transfer, Genetic Testing Activities, and Xenotransplantation;

- \$ Provides advice to the OD/NIH, other Federal agencies, and State regulatory organizations concerning Recombinant DNA research, Human Gene Transfer, Genetic Testing, and Xenotransplantation;
- \$ Responds to requests for information on highly technical matters and matters of public policy related to Recombinant DNA, Human Gene Transfer, Genetic Testing Activities, and Xenotransplantation;
- \$ Develops and implements NIH policies and procedures for the safe conduct of Recombinant DNA Activities, and Human Gene Transfer;
- \$ Reviews and evaluates the composition of Institutional Biosafety Committees; and
- \$ Develops registries of activities related to Recombinant DNA Research and Human Gene Transfer.

Statement of Work

The purpose of this task order is to provide logistical and writing support to the Recombinant DNA Advisory Committee (RAC) and its meetings, workgroups, and seminars; the Secretary's Advisory Committee on Genetic Testing (SACGT) meetings; the Secretary's Advisory Committee on Xenotransplantation (SACX) meetings; and the Institutional Biosafety Committees (IBC).

The RAC meetings and SACGT meetings occur quarterly, and the SACX occurs three times per year. Some of the RAC meetings include seminars as well as an IBC conference.

The following is a description of the tasks the contractor will perform in support of the RAC.

1. Select meeting site. The contractor will assist OBA staff in selecting sites for RAC meetings. Some of these meetings will be held on the NIH campus, while others will be held in local hotels.
2. Secure lodging. The contractor will secure lodging at hotels close to the NIH campus. Lodging space will be paid for and reserved for approximately 6 ad hoc members for each meeting. Additional lodging will be blocked for nonsupported participants.
3. Coordinate meeting setup. The contractor will work with the meeting facility and OBA to arrange the necessary audiovisual equipment, room setup, and breaks. Audiovisual equipment will include microphones on the table, an overhead projector, screen, easels, markers, a podium with microphone, and a laser pointer.
4. Provide database and administrative support. The contractor will provide database administration and maintenance support for the RAC, as well as a variety of administrative support activities.
5. Arrange for Webcasting and videotaping. The contractor will arrange for Webcasting and videotaping of all RAC meetings.
6. Arrange for Focus Groups for the GEMCRIS database.
7. Prepare premeeting participant materials. The contractor will prepare premeeting materials and meeting aids as required, such as a participant list, name badges, tent cards, seating charts, participant background materials, and signage. Signage will include AReserved@ signs for OBA staff.

8. Provide onsite support. The contractor will provide onsite support including registration and audiovisual support.
9. Provide minutes and notes of the meeting. The contractor will arrange verbatim minutes and send these minutes to OBA within three weeks of the meeting. The contractor will also arrange for a notetaker who will provide a summary of the meeting in hard copy and electronic format to OBA within 4 working days of the meeting.
10. Provide reimbursements for six ad hoc members. The contractor will handle travel arrangements, reimbursements, and two (2) days of honorarium (\$200.00/day) for OBA-designated ad hoc members.

The following tasks will be performed to support the SACGT meetings.

10. Secure lodging and meeting space. The contractor will secure meeting space when on-campus space is not available and lodging at hotels close to the NIH campus. Meeting space will be obtained to accommodate approximately 100 people, with approximately 26 seated at a table, and the remaining participants in perimeter seating. Lodging space will be paid for and reserved for approximately 6 ad hoc members for each meeting. Additional lodging will be blocked for nonsupported participants.
11. Coordinate meeting setup. The contractor will work with the meeting facility and OBA to arrange the necessary audiovisual equipment, room setup, and breaks. Audiovisual equipment will include microphones on the table, an overhead projector, screen, easels, markers, a podium with microphone, and a laser pointer.
12. Prepare premeeting participant materials. The contractor will prepare premeeting materials and meeting aids as required, such as a participant list, name badges, tent cards, seating charts, participant background materials, and signage. Signage will include AReserved@ signs for OBA staff.
13. Provide onsite support. The contractor will provide onsite support including registration and audiovisual support.
14. Provide minutes and notes of the meeting. The contractor will arrange verbatim minutes and send these minutes to OBA within three weeks of the meeting. The contractor will also arrange for a notetaker who will provide notes of the meeting in hard copy and electronic format to OBA within three weeks of the meeting.
15. Provide reimbursements for six ad hoc members. The contractor will handle travel arrangements, reimbursements, and two (2) days of honorarium (\$200.00/day) for OBA-designated ad hoc members.

The following tasks will be performed to support the SACX meetings.

16. Secure lodging and meeting space. The contractor will secure meeting space when on-campus space is not available and lodging at hotels close to the NIH campus. Meeting space will be obtained to accommodate approximately 100 people, with approximately 26 seated at a table, and the remaining participants in perimeter seating. Lodging space will be paid for and reserved for approximately 6 ad hoc members for each meeting. Additional lodging will be blocked for nonsupported participants.
17. Coordinate meeting setup. The contractor will work with the meeting facility and OBA to arrange the necessary audiovisual equipment, room setup, and breaks. Audiovisual equipment will include

microphones on the table, an overhead projector, screen, easels, markers, a podium with microphone, and a laser pointer.

18. Prepare premeeting participant materials. The contractor will prepare premeeting materials and meeting aids as required, such as a participant list, name badges, tent cards, seating charts, participant background materials, and signage. Signage will include AReserved@ signs for OBA staff.
19. Provide onsite support. The contractor will provide onsite support including registration and audiovisual support.
20. Provide minutes and notes of the meeting. The contractor will arrange verbatim minutes and send these minutes to OBA within three weeks of the meeting. The contractor will also arrange for a notetaker who will provide notes of the meeting in hard copy and electronic format to OBA within three weeks of the meeting.
21. Provide reimbursements for four ad hoc members. The contractor will handle travel arrangements, reimbursements, and two (2) days of honorarium (\$200.00/day) for OBA-designated ad hoc members.

The following tasks will be performed to support the IBC meetings.

22. Select meeting site. The contractor will assist OBA staff in selecting sites for IBC meetings. Some of these meetings will be held outside of the Washington, D.C. area.
23. Secure lodging. The contractor will secure lodging at the meeting facility hotel. Lodging space will be paid for and reserved for approximately 20 supported speakers. Additional lodging will be blocked for nonsupported participants.
24. Coordinate meeting setup. The contractor will work with the meeting facility and OBA to arrange the necessary audiovisual equipment, room setup, and breaks. Audiovisual equipment will include microphones on the table, an overhead projector, screen, easels, markers, a podium with microphone, and a laser pointer.
25. Arrange for Webcasting and videotaping. The contractor will arrange for Webcasting and videotaping of the meetings.
26. Prepare premeeting participant materials. The contractor will prepare premeeting materials and meeting aids as required, such as a participant list, name badges, tent cards, seating charts, participant background materials, and signage. Signage will include AReserved@ signs for OBA staff.
27. Reproduce and ship materials. The contractor will reproduce all meeting materials and ship them to the conference site.
28. Provide onsite support. The contractor will provide onsite support including registration and audiovisual support.
29. Provide minutes and notes of the meeting. The contractor will arrange verbatim minutes and send these minutes to OBA within three weeks of the meeting. The contractor will also arrange for a notetaker who will provide a summary of the meeting in hard copy and electronic format to OBA within 4 working days of the meeting.

G. EVALUATION FACTORS

1. RELATED EXPERIENCE: Contractor must show directly related experience with the Office of Biotechnology Activities.
2. STAFFING: Qualifications of personnel and their ability to perform the work will be evaluated.
3. COST: While price is not the most important evaluation factor, proposed prices will be considered when selecting the firm that represents the best value to the Government.

Task Order# NICS-86 TITLE: WRITING AND LOGISTICAL SUPPORT-OBA

PART II - CONTRACTOR'S REPLY: CONTRACT #263-01-D-0_____

Contractor:

Points of Contact:

Phone-

Fax-

Address:

TOTAL ESTIMATED COST: \$

Pricing Method CPFF

TOTAL ESTIMATED NUMBER OF HOURS:

PROPOSED COMPLETION DATE:

FOR THE CONTRACTOR: _____
Signature Date

SOURCE SELECTION:

WE HAVE REVIEWED ALL SUBMITTED PROPOSALS HAVE DETERMINED THIS FIRM SUBMITTED THE BEST OVERALL PROPOSAL AND THE PRICE/COST IS REASONABLE.

Billing Reference # _____

Appropriations Data: _____

RECOMMENDED:

FAX # Signature - Project Officer Date

APPROVED: _____
FAX # Signature - Contracting Officer Date

NIH APPROVAL -

CONTRACTOR SHALL NOT EXCEED THE ESTIMATED LABOR HOURS OR ESTIMATED TASK ORDER AMOUNT WITHOUT THE WRITTEN APPROVAL OF THE CONTRACTING OFFICER & PICS COORDINATOR

APPROVED: _____
Signature –Anthony M. Revenis, J.D., NIH-PICS Coordinator Date